

POSITION DESCRIPTION - CDVSA EXECUTIVE DIRECTOR
1-30-2017 VERSION

POSITION DEFINITION:

The Council on Domestic Violence and Sexual Assault (CDVSA), a State of Alaska agency within the Department of Public Safety, is statutorily tasked with planning and coordinating domestic violence and sexual assault services across Alaska. Under the general direction of the nine-member Council, the Executive Director provides and supervises staff support to the Council in accomplishing the goals and responsibilities outlined in AS 18.66, and in developing policy concerning the nature, level, scope and funding levels of the State's domestic violence and sexual assault programs and services. This position is in the exempt services under AS 39.25.110.

DUTIES:

- Planning, monitoring, evaluation
 - Assist the Council on developing CDVSA's strategic plan; oversee its implementation through daily Council functions and programs
 - Develop and implement a standardized data collection system on domestic violence, sexual assault, crisis intervention and prevention
 - Develop and implement outcome measures to ensure the efficacy of CDVSA's programs
- Develop, implement, maintain and monitor domestic violence, sexual assault, crisis intervention and prevention grant programs
 - Receive and dispense federal and state funding through grants and contracts to qualified organizations
 - Oversee the adoption of regulations to carry out the purposes of the Council, and to protect the health, safety, and well-being of Alaskans impacted by domestic violence and sexual assault
 - Oversee and audit domestic violence, sexual assault, crisis intervention and prevention grantees and sub-awardees for financial and programmatic compliance
 - Ensure the annual review and approval of batterers' intervention programs.
- Collaboration
 - Coordinate services across the State of Alaska's Departments of Law, Public Safety, Education and Early Development, Corrections, and Health and Social Services, the Alaska Network on Domestic Violence and Sexual Assault, tribal organizations, and other state and community groups dealing with domestic violence, sexual assault and crisis intervention and prevention
 - Convene collaborative working groups and task forces for project specific initiatives
- Research
 - Conduct public hearings and studies on issues related to violence and the role of crisis intervention and prevention in increasing the safety and well-being of all Alaskans' impacted by domestic and sexual violence
 - Oversee the collection of population-based data
 - Monitor data to identify trends in Alaska's domestic violence and sexual assault rates and report findings to the Council and the Governor

- Monitor and synthesize evolving, promising, and best practices for potential incorporation into Alaska's domestic violence and sexual assault response
- **Oversee of staff supervision functions including:**
 - Identifying necessary staffing requirements
 - Develop job descriptions and conduct hiring according to state policies and procedures
 - Approve work priorities and set performance expectations
 - Oversee and evaluate the individual work performance of employees
- **Oversee the development, implementation and reporting of federal and private grant applications**
 - Victims of Crime Act
 - Violence Against Women Act grant programs
 - Family Violence Prevention and Service Act
 - Other grants that promote the strategic direction of the Council
- **Training and Technical Assistance**
 - Provide technical assistance as requested by state agencies and community groups
 - Oversee the development and implementation of educational programs, social norms marketing campaigns, and school curricula related to domestic and sexual violence
 - Consult the Department of Health and Social Services on the formulation of standards and procedures for the delivery of services to victims of domestic violence by health care facilities and personnel
 - Consult with the Alaska Police Standards Council and other police training programs to develop training programs regarding domestic violence for police officers, and for correction, probation, and parole officers.
 - Consult with public employers, the Alaska Supreme Court, school districts and prosecuting authorities who are required by AS 18.66.300 – 18.66.310 to provide continuing education courses in domestic violence to employees
- **Policy**
 - Develop analyses and make recommendations to the Council on policy needs related to domestic violence and sexual assault issues
 - Forward recommendations to the Governor for legislation necessary to carry out the Council's statutory mandate, as well as to increase safety for victims and decreases in the statewide incidences of these crime
 - Monitor legislative actions pertaining to domestic and sexual violence; develop bill analyses and fiscal notes; provide legislative testimony as needed
- **Fiscal management**
 - Oversee the development CDVSA's annual spending plan
 - Provide overall financial management, including compliance with Department guidelines, and approval of expenditures.
 - Review audits and fiscal monitoring reports and adjust programs and procedures accordingly

DESIRABLE QUALIFICATIONS**Knowledge, Skills, and Abilities:**

- Excellent written and verbal communications; the ability to cross-communicate among diverse groups and facilitate problem resolutions.
- Solid understanding of the root causes, dynamics and prevention strategies for domestic violence and sexual assault, including empowerment-based advocacy, and trauma informed approaches.
- Solid understanding of primary prevention principles and evidence-based prevention strategies for eliminating domestic violence and sexual assault.
- An ability to lead people toward meeting the organization's vision, mission, and strategic goals. The ability to work with other agencies, departments, tribes and organizations at the local, state and national levels to achieve common goals.
- Demonstrated ability to use researched, accepted, and empirically tested programs, systems and ideas to achieve the mission and goals of the organization.
- The ability to manage human, financial, and information resources, especially during times of fiscal cuts or reductions.
- Experience effectively maintaining a healthy work environment for staff that encourages professionalism, respect, equality, diversity, and continuous improvement.
- Ability to manage large state and federal grant programs, including writing applications and developing annual reports.
- Good leadership background and skills, including the ability to help guide other organizations and implement conflict resolution if needed.

Education and Experience:

- A bachelor's degree from an accredited college.

AND

Three years of advance professional program management experience. Advanced professional program management experience includes responsibility for planning, development, delivery, and operation of programs or systems; budget development and fiscal management; program needs assessment and evaluation; strategic planning; development of regulations; coordination with program stakeholders; and supervision of professional staff.

Substitution: Additional advanced profession program management experience may be substituted for the bachelor's degree (3 semester hours or 4 quarter hours equals one month of work experience).